



Department of Energy
Germantown, MD 20874-1290

DATE: JANUARY 26, 2004

MEMORANDUM TO: DISTRIBUTION

FROM: SUSAN L. FREY
DEPARTMENTAL RECORDS OFFICER, IM-11

SUBJECT: CHANGES IN RECORDS PROGRAM

This is to make you aware of a memorandum that has been sent to Heads of Headquarters Elements by the Office Chief Information Officer (OCIO) announcing changes in the Department's Records Management Program. Information regarding the changes was conveyed to you previously along with a request for senior and working level points of contact.

The newly designated points of contact, Program Records Officials (PROs) and Records Liaison Officers (RLOs) (see Attachment), will be responsible for providing oversight and coordination of records issues for Headquarters Programs and, where applicable, their Field sites. A listing of Records Managers in the Field with whom they will work is included in the Attachment. Please verify that the listing is correct for your organization and ensure there are two points of contact; a senior-level PRO and working-level RLO. The name of the analyst on my staff assigned to each Program Office is also provided.

A meeting of Headquarters PROs and RLOs is planned for early-to-mid 2004 to discuss the type of support that has been provided previously, explain the redesign, discuss current issues and initiatives, assess experience levels for new contacts, and determine the level of training that will be needed. If required, basic Records Management training will be offered for a nominal fee in the third quarter of FY 2004.

Changes to the attached listing and questions regarding the program redesign should be addressed to me at 301-903-3666 or [http://susan.frey@hq.doe.gov](mailto:susan.frey@hq.doe.gov).

Attachment



NARA proposes to use inspections and studies as tools to ensure that agencies economically and effectively create and manage their records to meet business needs; records, regardless of format, are kept long enough to protect rights, assure accountability, and document government activities; and, regardless of format, are destroyed in accordance with approved disposition instructions. Inspections will be conducted when high-level records management risks or specific problems are identified.

Please identify the senior official who will be responsible for providing the assurances required by NARA. This information should be forwarded to Susan Frey, Division Director for Records Management (IM-11) no later than September 15, 2003. Also, please provide the name of a point-of-contact for your organization who will work with IM-11 and your Headquarters, Field and contractor staff on records management issues.

cc: Field Records Managers
Headquarters Liaison Officers

Distribution:

August 14, 2003

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